

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Capitol Project Management Technician II

JOB CLASSIFICATION Capitol Project Management Technician II

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 019.167-014

DOT TITLE Project Engineer

DEPARTMENT Executive Services **DIVISION** Facilities Management, Building Services Section

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

CONTACT'S NAME & TITLE Spencer Buffington, Superintendent of Outlying Building Group

CONTACT'S PHONE 206-296-0651

ADDRESS OF WORKSITE

VRC NAME Kyle Pletz

DATE COMPLETED 3/17/08

WORK HOURS

8:00am-4:30pm, Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Required, on a rare occasion in accordance with business demand.

JOB DESCRIPTION

Provides journey-level technical project management support services, which requires interpretation and evaluation of information to execute.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Incumbents in this classification possess the knowledge and skills of Capital Project Management Technician I in addition to the following:

Knowledge of the fundamentals of architectural and/or engineering principles and design

Knowledge of basic construction inspection techniques and principles

Knowledge of fundamentals of computer-aided design system

Knowledge of survey techniques, principles and equipment
Knowledge of basic sampling protocols
Knowledge of basic chemistry
Knowledge of engineering and construction principles and techniques
Knowledge of drafting techniques and principles
Knowledge of basic industrial safety
Knowledge of work-related computer software
Customer relations skills
Oral and written communications skills
Mathematics skills
Map/plan reading skills
Graphic skills
Detail-orientation skills
Skill in mathematical calculations
Skill in measuring distances
Skill in making field sketches
Skill in using an engineer's scale
Skills in reading plans and performing drafting functions
Skill in working in a team environment
Skill in using computer software for word processing and spreadsheets
Skill in calibrating and operating monitoring equipment
Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation services

ESSENTIAL FUNCTIONS

1. Prepare preliminary and final drawings from field notes and sketches using appropriate drafting techniques and specialized drafting equipment, including Computer Aided Design (CAD).
2. Perform research of equipment and incorporate into drawings.
3. Conduct routine surveys and maintain and operate survey equipment.
4. Conduct field investigations to determine resolution to inquiries and respond to inquiries from the general public.
5. Read, interpret, locate and plot legal descriptions of property and easements.
6. Perform necessary calculations to interpret field notes and survey dimensions for the development of drawings and specifications.
7. Establish street addresses and King County road names and make recommendations on name changes and coordinate changes with the Metropolitan King County Council.
8. Revise subdivisions (final and short) and planned development to determine street names and address ranges. Identify and determine necessity of and correct address errors on existing improvements and notify appropriate individual and agencies. Identify special road designations such as private roads and name appropriately. Identify and determine necessity of and perform field investigations.
9. Maintain and update base maps; draft property boundaries, easements, improvements and other information.
10. Assist other staff in field inspections to assess system function and design.
11. Assist other staff in the review of contractor compliance with specifications.

12. Review and evaluate applications and other documents to determine compliance with established laws, regulations and ordinances.
13. Inspect, test, maintain and calibrate equipment.
14. Review contracts for compliance with established ordinance and regulations.

PERSONAL PROTECTIVE EQUIPMENT USED

Ear protection, eye protection, hard hat and safety vest.

OTHER TOOLS & EQUIPMENT USED

Computer, phone, fax, copy machine, flashlight, calculator, scissor lift, cart, hand truck, County vehicle (car with automatic transmission). The employee also needs to use various software including Microsoft Word, Excel, Windows, Project.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted_____

Occasionally on dirt, gravel, flat cement (majority of time), concrete, wet, slick, frozen and uneven ground surfaces for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while consulting with co-workers, vendors, subcontractors etc. The employee also stands while observing and inspecting work of others (trades or vendors).

Walking

Health Care Provider initials if restricted_____

Occasionally on dirt, gravel, flat cement (majority of time), concrete, wet, slick, frozen and uneven ground surfaces for up to 2-3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while traversing to and from work sites and meetings.

Sitting

Health Care Provider initials if restricted_____

Continuously on office chair or automobile seat for up to 1 hour at a time for up to 6 hours total in a work shift. Most commonly occurs while driving an automobile as well as when performing computer duties and talking on the telephone.

Climbing stairs

Health Care Provider initials if restricted _____

Rarely for up to 1 flight at a time for up to 2 flights total in a work shift. Most commonly occurs while traversing work sites.

Climbing

Health Care Provider initials if restricted _____

Rarely on a 8' ladder (feet 4 feet off of ground) for up to 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while visually inspecting work, projects or existing conditions.

Balancing

Health Care Provider initials if restricted _____

Rarely on a 8' ladder (feet 4 feet off of ground) for up to 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs while visually inspecting work, projects or existing conditions.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 2-3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while work, projects and existing conditions in upper areas.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while reviewing documents, writing, performing computer duties and reading as well as inspecting low areas of projects.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally for up to 4-5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while inspecting lower areas of projects and work of others. The employee also bends when leaning over a drafting board to inspect plans. On some occasions the employee can alternate with kneeling or squatting in accordance with personal preference.

Kneeling

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while inspecting lower areas of projects. The employee can alternate with squatting or bending/stooping in accordance with personal preference.

Squatting

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while inspecting lower areas of projects. The employee can alternate with kneeling or bending/stooping in accordance with personal preference.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while operating a County vehicle or a scissor lift.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 1 minute total in a work shift while moving a ceiling tile or reaching for items on upper shelves.

Reaching at waist to shoulder height

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 30 minutes at a time for up to 4 hours total in a work shift while typing, writing, manipulating plans/documents etc.

Reaching at knee to waist height

Health Care Provider initials if restricted_____

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift while placing/obtaining files in cabinets and plans on shelves.

Reaching at floor to knee height

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs while inspecting lower areas of projects as well as placing/obtaining files in cabinets and plans on shelves.

Lifting 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while manipulating a ream of paper, plans, files and multiple documents.

Carrying 1-10 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 5-10 pounds while transporting plans between County buildings such as between Courthouse and Administration buildings.

Lifting 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while manipulating plans, files and multiple documents.

Carrying 11-20 pounds

Health Care Provider initials if restricted_____

Occasionally for distances of up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of 12-18 pounds while transporting plans between County buildings such as between Courthouse and Administration buildings.

Lifting 21-50 pounds

Health Care Provider initials if restricted_____

Rarely for up to 15 seconds at a time for up to 30 seconds total in a work shift. Most commonly occurs with weights of up to 30 pounds while manipulating a large set of plans.

Carrying 21-50 pounds

Health Care Provider initials if restricted_____

Occasionally for up to 10 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs with weights of up to 30 pounds while transporting plans between County buildings such as between Courthouse and Administration buildings. A cart is available to reduce carrying.

Pushing and Pulling

Health Care Provider initials if restricted_____

Rarely for up to 15 seconds at a time with a force of 2-11 pounds for up to 5 minutes total in a work shift while opening and closing drawers and doors.

Handling

Health Care Provider initials if restricted

Frequently & Highly Repetitive for up to 30 minutes at a time for up to 3 hours total in a work shift while driving, using a flashlight and manipulating plans.

Operating Controls with Hands

Health Care Provider initials if restricted

Frequently & Highly Repetitive for up to 30 minutes at a time for up to 4 hours total in a work shift while operating a County vehicle or scissor lift as well as when using the computer mouse.

Fingering

Health Care Provider initials if restricted

Continuously & Highly Repetitive for up to 1 hour at a time for up to 6 hours total in a work shift while typing, writing, manipulating documents and using a calculator.

Feeling

Health Care Provider initials if restricted

Occasionally for up to 2 minutes at a time for up to 10 minutes total in a work shift while feeling for texture, rough spots, low spots etc. on finished surfaces.

Talking

Health Care Provider initials if restricted

Frequently to Continuously for up to 30 minutes at a time for up to 5-6 hours total in a work shift while conversing with coworkers, vendors, subcontractors and supervisors.

Hearing

Health Care Provider initials if restricted

Frequently to Continuously for up to 30 minutes at a time for up to 5-6 hours total in a work shift while conversing with coworkers, vendors, subcontractors and supervisors.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while inspecting work, reviewing plans and performing computer duties.

Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for 7 hours total in a work shift while traversing active construction sites which may include moving equipment, unfinished structures and exposure to various power tools.

ENVIRONMENTAL FACTORS

Work is performed in an office and construction setting. Construction sites may include moving equipment, unfinished structures and exposure to various power tools.

The noise level is

Approximately 50-130 decibels. The noise is caused by tools, trucks, equipment and jackhammer.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Outside weather: Rarely

Non-weather related temperatures below 55 degrees: Rarely

Non-weather related temperatures above 75 degrees: Occasionally

HCP Initials if Restricted

Wet: Rarely
Humidity/dampness: Rarely
Fumes: Rarely
Odors: Rarely
Dusts: Occasionally
Mists: Rarely
Gases: Rarely
Moving mechanical parts: Occasionally
Vibration: Rarely
Working in high, exposed places: Rarely
Toxic or caustic chemicals: Rarely
Other: Employee is rarely around powder actuated tools.

POTENTIAL MODIFICATIONS TO JOB
A cart is available to reduce carrying.
An ergonomic assessment can be provided for office based duties.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date